

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday January 7, 2020

The meeting was called to order by Chairperson Wastlund at 6:30 p.m. in Room 234, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Bobholz, Petty, Skare
Absent: Koehler, Kierzek
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Petty (1); Kierzek (2)
Aye: All via voice vote
Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for December 3, 2019 with minor changes.

Fordham (1); Petty (2)
Aye: All via voice vote
Nay: None

VI. Announcement of Public Events

Kennie Downing, the new City Administrator came and introduced herself.

VII. Public Comment

A Donahue Terrace resident spoke as a follow up to their previous comments from December, 2019.

VIII. Receipt of Financial Statements and Approval of Vouchers

- a. November 30, 2019 to December 31, 2019 Vouchers
- b. Financial Statements - November, 2019
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from November 30, 2019 to December 31, 2019 as presented.

Fordham (1); Kierzek (2)
Aye: All via voice vote
Nay: None

IX. Executive Report

The report was included in the packet.

X. Committee Reports

A. BEDC

Did not meet in January due to lack of quorum

B. Executive Committee

No meeting information to report

C. Finance

Met earlier this evening.

D. Loan Review Committee

Met earlier this evening.

XI. Old Business

1. Update on CDA Projects

i. Web Site

No action has been taken.

XII. New Business

1. Consideration and discussion of Section 8 Contract Renewal for Donahue Terrace

The Finance Committee met earlier this evening to review the notification from WHEDA that the CDA needs to renew its Section 8 contract. The committee had reviewed the various options and recommended that the CDA continue with the same contract option as previously used.

Motion: To authorize the Executive Director to review and select the contract option with WHEDA using the current contract specifications.

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

2. Consideration and discussion of Loan Write off for Danielle Knak in the amount of \$150.05

The Loan Review Committee met earlier in the evening and reviewed a request from Staff to write off an outstanding debt from Danielle Knak. It was noted that the debt has been determined to be uncollectable due to her death.

After careful review, the Board moved to write off the outstanding debt for Danielle Knak in the amount of \$105.05.

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Motion: To write off the outstanding debt for Danielle Knak in the amount of \$105.05.
Fordham (1); Bobholz (2)
Aye: All via voice vote
Nay: None

XIII. Board Member Comments
None

XIV. Public Comment
The Chair reminded the board members to not *reply to all* when responding to an email.

XV. Adjournment
Motion:
To adjourn the meeting at 6:52 pm
Petty (1); Kierzek (2)
Aye: All via voice vote
Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder